



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 3, Information Systmes [Classified Competitive]</b>			Salary <b>P26 \$70,008.56 - \$99,596.69</b>
Posting Number <b>386-21</b>	Position Number <b>952444</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/01/2021</b> To: <b>10/15/2021</b>
Location: <b>55 N Willow St, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under the direction of a supervisory official, in the Health Information Technology(HIT), provide expertise while implementing multiple use cases to integrate HIT health care applications, installing and configuring Interoperability Solutions products and providing both remote and on-site support. This includes custom scripting and form design for customers. Training of end-users and system admins. Answering questions of customers regarding installation, configuration and product functionality; Providing project management support for the project and providing consultancy for extending the use-cases and other new possibilities of the system within the customers setting. Plan, organize, and effectively handle multiple tasks/priorities, and demonstrate an effective and efficient use of time considering priorities, timelines, and timeliness issues. Knowledge of the methods and techniques used in the review and analysis of administrative procedures, and existing information systems performance to determine the effectiveness of, or the need to, implement new or revised procedures and/or management information systems. Use business analytics reporting tools (APEX, Tableau) to generate statistical dashboards and analyze applications to evaluate administrative procedures and policies. Knowledge of JAVA/C# programming languages, techniques, and intricacies of computerized systems, peripherals, and supportive operational equipment. Work with junior members of the team or business users to achieve goals and to develop and maintain successful, professional working relationships with team members and system users. Establish and maintain liaison with the appropriate agencies and outside vendors as to the information processing requirements and needs of the agency. Managing environments (OS + software). Eg: upgrading Interoperability Solutions software / 3rd party products, running reports, proactive support + monitoring of critical systems, updating licenses.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration , or Database Management from an accredit.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTMA@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***
- ***RESUME NOTE:*** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*